

TO: Members of the Bar

FROM: Michael E. Kunz, Clerk of Court

RE: Case Management/Electronic Case Filing (CM/ECF) System

Attached please find information regarding participation in the District Court's Case Management/Electronic Case Filing (CM/ECF) System.

Please note training is available to members of the bar, paralegals, secretaries and automation support staff.

Thank you for your interest in the ECF system and if you have any questions on the ECF system, please call the toll-free number 1-866-323-4323.

CASE MANAGEMENT/ELECTRONIC CASE FILING SYSTEM

The United States District Court for the Eastern District of Pennsylvania has implemented the Case Management/Electronic Case Filing (CM/ECF) system, effective May 1, 2002.

Attorneys and parties who do not register to participate in CM/ECF are requested to submit complaints and all subsequent filings in traditional manner on paper, accompanied by copies of the filings on disk in portable document format (PDF) in order to enter the filings into the District Court's ECF system. Each document must have a separate PDF file and the submitted disk must be clearly labeled with the caption and case number. In the event that an attorney or party does not have equipment or the software to convert filings to PDF, a computer with this capability is available in the Philadelphia and Allentown Clerk's Office, and assistance for PDF conversion will be provided by Clerk's Office staff as needed. Attorneys who register as ECF Filing Users are required to submit only the initial complaint in traditional manner on paper, accompanied by a copy of the complaint on a disk in PDF; all subsequent filings must be submitted electronically.

Although participation in the ECF system is not mandatory, all attorneys are encouraged to register and participate in the new program. ECF provides user-friendly electronic case filing features allowing for filing and viewing documents 24 hours a day from the office, home or anywhere with Internet access. Documents are automatically docketed as part of the filing process and are immediately available electronically. Participation in the ECF system will provide the following user benefits:

In order to use the ECF system, the following equipment is required:

1. A personal computer running a standard platform such as Windows or Macintosh
2. Word processing software
3. Internet access and a browser.
4. Software to convert documents into PDF
5. Scanning equipment may be useful

In the event that you do not have the equipment or the software to convert your files to PDF, a computer with this capability is available in the Philadelphia and Allentown Clerk's Office, and assistance as needed will be provided to you by the Clerk's Office staff.

Please note that in accordance with Judicial Conference Policy and Local Rule of Civil Procedure 5.1.3 (a copy of which attached) complaints and documents may be made available electronically to the same extent that they are available for personal inspection in the office of the Clerk of Court at the United States Courthouse. As the information set forth in document submitted on disk will be made available on the court's ECF system, all Social Security numbers, dates of birth, financial account numbers, names of minor children, and other personal identifiers should be modified or partially redacted in all documents filed either in traditional paper format or electronically.

Attached please find an ECF Account Registration Form; instructions for converting files to PDF; and, an application for ECF training. Please contact the Clerk's Office toll-free, at 1-866-ECF-4ECF, if you have any questions concerning ECF matters or if you wish to register for any of the ECF training sessions regularly conducted by the Clerk's Office.

Click [here](#) for the **REGISTRATION FORM**.

Click [here](#) for the **NOTIFICATION FORM**.

Click [here](#) for the **TRAINING APPLICATION FORM**.

What is a PDF file?

Portable Document Format (PDF) is a universal file format that preserves all fonts, formats, graphics and other typesetting attributes of a source (original) document, regardless of what application was used to create the source document. PDF files are most easily viewed using Adobe Acrobat Reader® which is a free download available from www.adobe.com.

Why Convert Word and WordPerfect Documents to a PDF File?

PDF files are compact and are easily and quickly transmitted via the Web or through electronic mail. Although PDF files can be shared, viewed, navigated and printed, PDF files cannot be edited or altered by the recipient, thus preserving the integrity of the source document.

You must convert all of your documents to PDF format before submitting the documents to the District Clerk's Office through the Electronic Case Filing (ECF) system.

How Do You Convert a Word Processing Document to a PDF File?

1. WordPerfect 9 or later versions:

WordPerfect 9 and later versions have a built-in capability to convert any document to a PDF file:

2. Open the source document in WordPerfect.
2. While the source document is on the screen, choose **FILE** from the menu bar.
3. From the drop-down **FILE** menu, select **PUBLISH TO PDF**.
4. To save the source document as a PDF file, type the document name where prompted in the PDF window. To save the PDF file to a floppy disk, place floppy disk in appropriate hardware slot, and type **A:[document name]** in the "Publish To PDF" pop-up window. Press "**OK**".

The source document is now saved in PDF format either on the hard drive or on a floppy disk.

2. All other WordPerfect versions, MS Word, or other Applications:

To convert a source document from an application other than WordPerfect 9, Adobe Acrobat 5.0® (which contains a "writer" function) must be installed on your computer. Adobe Acrobat 5.0® is available for purchase from www.adobe.com.

1. Open the source document.
2. From the menu bar, select **PRINT**.
3. In the "Printer" window, select **CURRENT PRINTER**.
4. At the drop-down menu in the **CURRENT PRINTER** window, select **ACROBAT DISTILLER**.
5. Press "**OK**" to print the file to your hard drive or floppy disk, instead of to the printer.
6. After you press "**OK**", verify that the SAVED FILE TYPE is **PDF**, and press the **SAVE** button.

